DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
1411 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3231

NGB-EO

8 April 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NGB EO/EEO Training Conference

1. As a reminder, National Guard Bureau Office of Equal Opportunity and Civil Rights is hosting the 2004 EO/EEO Training Conference in New Orleans, Louisiana starting 11 May and concluding 14 May at 1230 hrs. This conference will provide excellent training, ideas and techniques that will assist in the advancement of Equal Opportunity and Equal Employment Opportunity efforts within your state. Those who would benefit from this training include, but are not limited to: SEEMs, HROs, HR/EOs, EOAs, EORs, MEOs and others whose responsibilities are in the Equal Opportunity arena.

2. NGB key leadership and other EO/EEO subject matter experts will be addressing the conference. There are workshops scheduled to give you hands on experience and involvement to assist you in your work. This year we have more Plenary sessions where the entire conference population will be able to gather information from other EO/EEO agency personnel. What an exciting time this will be for all! The uniform for the day sessions for the military is Class "B" and for civilians is business attire.

3. The Benito Saucedo Meritorious Service Awards Banquet will be on Thursday evening beginning at 6:30 p.m. with a welcome reception. This awards banquet will recognize those in the EO/EEO arena for outstanding service within the community, and within the National Guard Bureau in the field of Equal Opportunity and Civil Rights. Join us to see which states/territories will be selected to receive these awards. The Keynote Speaker is Commandant R.D. Watts from DEOMI. The evening attire for this event is minimum Class "A" uniform for military personnel and "After Five" attire for civilians. **The Banquet is Mandatory** and is part of the conference registration.

4. The Royal Sonesta Hotel located at 300 Bourbon Street in New Orleans is the Conference Headquarters. Please make your hotel reservations by **12 April** to secure the per diem rate. This is the hotel where all are required to stay...so call and reserve your room today! You may reach them by calling (504) 586-0300. The hotel website is www.royalsonestno.com.

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5. Questions regarding this conference can be addressed to the undersigned at DSN: 327-1710 or commercial (703) 607-1710. The email address is Jacqueline.Ray-Morris@ngb.ang.af.mil.

JACQUELINE RAY-MORRIS
Conference Coordinator
Office of Equal Opportunity and Civil Rights

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